

CALIFORNIA' S ONE-STOP CAREER CENTER SYSTEM
1998 SFP QUESTIONS AND ANSWERS
Revised 2/20/98

GENERAL QUESTIONS		
Q Nº.	QUESTION	RESPONSE
1	Could a local educational entity act as the fiscal agent for a local One-Stop Career Center System grant?	Yes, but only if the designated Chief Local Elected Official (CLEO) accepting fiscal liability designates this entity as the fiscal agent.
2	Are forms included as part of the SFP available electronically?	Yes. The complete SFP document including the forms is available as a Microsoft word file. The document can be provided via e-mail or diskette by contacting the One-Stop Office and on the One-Stop Career Center System Web Page.
3	Are there any results from the 1997 Technology Pilot projects?	No. There is nothing to report at this time. When results are available they will be posted on the One-Stop Career Center System Web Page.
4	What if partnerships don't know the percentage for the recycling certification requirement?	The certifications in Exhibit V of the SFP, including the recycled content certification, do not need to be completed unless the partnership is actually awarded funding for the proposal. They were included in the SFP as samples of specific contract requirements. If funded, partnerships should give their best estimation of the recycled content percentage.
5	On page 11 of the SFP it states that the One-Stop Career Center System will be performance-based. Who has to perform and at what level? Is it service providers, schools, One-Stop centers, or the entire One-Stop Career Center System? Would employment, retention of employment and earnings be measured?	Based on Senate Bill (SB) 645, the entire One-Stop Career Center System, including its various levels, will be expected to be performance-based. This includes employment, retention of employment, and earnings. Results will be used to measure the effectiveness of One-Stop Career Centers and service providers (and all workforce preparation programs in California). SB 645 has not yet been fully implemented but funded partnerships will be required to participate once it is. For now, partnerships should at the very least, have methods in place for measuring customer satisfaction.
6	In a few places in the SFP the One-Stop Career Center System is referred to as California WorkNet. What is California WorkNet?	California WorkNet is the name adopted by the One-Stop Career Center System Task Force for California's One-Stop Career Center System. Local One-Stop Systems that receive state certification will be sanctioned to use the name, thus distinguishing certified local systems from other California One-Stop partnerships.

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7	If there is more than one outstanding proposal per zone would the State consider splitting up funding?	It is possible. The State is interested in funding the best proposals.
8	If an area received a Planning and Development (P&D) grant in year one, will they automatically receive an Implementation Grant in 1998?	Not necessarily; each year is a separate competition.
9	If a partnership applies for and does not receive an Implementation Grant, is the proposal automatically considered for a Partnership Building grant?	No. The expectations of a partnership at the two stages of development are different enough to not make that feasible.
10	It is unclear how long proposals will be funded.	All grant awards are for one year from the date the contract is executed.
11	If Partnerships are in different levels of preparedness within a zone will they be competing with each other?	Yes, but only if they are competing for funds in the same grant category.
12	Is the Board Resolution requirement found on page 26 to establish fiscal liability or for contractual authority to enter into a contract with the State for One-Stop Career Center System funds?	The purpose of the Board Resolution is to establish contractual authority. It is a state contracting requirement. The designation of fiscal liability is a separate issue, addressed on page 24.
13	Explain further the "Board Resolution" language.	The Board Resolution is not needed until the One-Stop Career Center System proposal is actually awarded funding. The purpose of the Board Resolution is twofold: to provide authority to enter into a contract with the State and to identify who is approved and authorized to sign the contract on behalf of the partnership. A partnership may wish to obtain this information early and submit the board resolution language with their proposal to expedite the contract negotiation process.
C. ELIGIBILITY		
14	Will proposals that include more than one local partner or required invitee for a single category receive additional points, e.g., an area that has five community colleges and invites all to participate?	Partnerships that include--not just invite--the largest number of available partners are the most competitive.
15	Can partnerships use an existing Memorandum of Understanding (MOU) instead of providing partner signatures on the Authorized Partner Signatory Form (p. 26 of the SFP)?	No. However partnerships may use an existing MOU or Joint Powers Agreement instead of providing all CLEO signatures. See page 24.

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16	Does the definition of partnerships include Chambers of Commerce?	Partnerships must include the Mandatory Partners and have invited the Required Invitees to participate. Beyond that, it is up to the local partnership to decide who else to include. Chambers of Commerce certainly could be included within a partnership.
17	How should partnerships document required invitees who choose not to participate?	Partnerships must specify the basis for non-participation and include in their proposals any written responses submitted by the invitee(s) choosing not to participate.
18	Mandatory invitees include K-12 education agencies. Is the County Superintendent of Education sufficient for a county-wide proposal?	Yes, the signature of the County Superintendent of Schools minimally meets this requirement.
19	The Grant Application gives many examples of community-based organizations (CBOs) and other target population advocates (page 11). What is the definition of CBO? What types of organizations are included in the term CBO?	Community-based organizations are defined in various ways in law, regulation, and reporting requirements for specific programs. For the purposes of this SFP, CBO is defined as: Any non profit/not for profit organization that provides employment and job training services.
20	How are local CBOs invited to participate in the local One-Stop Career Center System? Is a public notice required? What redress does a CBO have if they are not invited to participate in the local One-Stop planning? What effect would this have on an SFP application?	A public notice is not required to invite CBOs into a local partnership. However, the partnership should be as inclusive as possible to serve all customers in the local One-Stop area. If a CBO believes it was intentionally excluded from the planning process, a letter of complaint may be forwarded to the One-Stop Career Center System Task Force. Depending on the circumstances, such a letter could effect the number of points applied to the proposal.

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21	<p>Who is the “agency head” who represents the Senior Community Service Employment Program (SCSEP) as a One-Stop partner at the regional area where One-Stop partnerships are developing proposals? What is the process for coordinating SCSEP involvement in a proposed One-Stop, and securing a letter of support on behalf of SCSEP?</p>	<p>The California Department of Aging (CDA) has been designated by the Governor as a State-level mandatory partner in the development of the statewide One-Stop System. The Department of Aging, has authorized the Director of the Area Agency on Aging (AAA) which serves the proposed local/regional One-Stop area, to represent CDA as the One-Stop partner in the One-Stop partnerships in the process of developing proposals. The AAA Director for your proposed One-Stop area is the “agency head” authorized to provide the necessary written acknowledgment of support for the One-Stop application <i>(further clarification will be provided in writing from the CDA. This information will be posted on the One-Stop Career Center System Web Page as soon as it’s available).</i></p> <p>An AAA representative may likely already be participating as a member of the local One-Stop Career Center System partnership. If not, please contact the appropriate AAA Director(s) and initiate this key linkage to the SCSEP and related programs serving older workers’ needs.</p> <p>The CDA has encouraged each AAA Director to convene a meeting of the providers of the SCSEP services, including all SCSEP National Contractors serving their area, to discuss the One-Stop application, the opportunities it presents to coordinate SCSEP activities, and any concerns they may have.</p>

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22	<p>Who are the Senior Community Service Employment Program (SCSEP) National Contractors who sponsor local SCSEPs? What are the geographic areas served by each of these SCSEP National Contractors?</p>	<p>Eight SCSEP National Contractors** administer local/regional SCSEPs in California. There is at least one SCSEP sponsor in all 58 California counties with one exception (Alpine County). The California Department of Aging (CDA) is the State-level administrative entity for SCSEPs which are operated in 24 counties and the City of Los Angeles by Area Agencies on Aging under contract to CDA.</p> <p>At least one of these National Contractors operates a SCSEP component in each of these same 25 jurisdictions as the State-sponsored SCSEP, as well as in each of the remaining 33 counties. A list which identifies the National Contractor(s) who sponsor SCSEP activities in each county may be obtained by mail/fax from Department of Aging or the One-Stop Office.</p> <p>** American Association of Retired Persons; California Department of Aging SCSEP; Green Thumb, Inc.; National Asian Pacific Center on Aging; National Association for Hispanic Elderly; National Council of Senior Citizens, National Indian Council on Aging, Inc.; U.S. Department of Agriculture--Forest Service.</p>
23	<p>Since the SFP does not require that the authority to subscribe to a One-Stop Proposal be demonstrated in it, how does one determine and how will the State determine if the “partner agency heads, or their designees, within the geographic boundaries of the proposed local One-Stop area” are in fact, authorized to commit the “partner agency” they “head” to such a proposal, e.g., Employment Development Department, Department of Rehabilitation, local Senior Community Services Employment Projects? If it were determined that a person did not, in fact, possess the authority implied, would that disqualify such proposal?</p>	<p>At the local level it would be logical for partnerships to fully investigate the authority of a proposed “partner agency head” to commit his/her agency to a proposal. At the State level, there are ongoing discussions with the related State departments, e.g., Employment Development Department, Department of Rehabilitation, Department of Aging) to clarify who is authorized to make these commitments on behalf of those agencies. Additional consultation with these agencies will occur, as needed, during and after proposal submission, to confirm this requirement is met.</p> <p>Yes, a proposal would be disqualified if it is determined that an official commitment does not exist from a Mandatory Partner to a proposal.</p>

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24	<p>If the charter of a particular local jurisdiction explicitly provides for a “designated Chief Local Elected Official” to represent all other “Chief Local Elected Officials” in such endeavors [e.g., under the specific circumstances described in sections 102 (d)(1) and 103 (c) (1) of the Job Training Partnership Act], would his or her subscription to such a proposal satisfy the State?</p>	<p>Yes, it would.</p>
25	<p>While all of its requirements may not be applicable in every circumstance, the two most fundamental principles set forth in California’s (1996) Revised Uniform Partnership Act (California Corporations Code 1600-16962) and in almost all laws concerning partnerships are that: a “partnership” is a separate and distinct entity from each of the “partners” upon which it is based; and unless otherwise specified in the written agreement forming the partnership, each partner generally assumes an undivided half interest in all of the partnership’s authorities and liabilities.</p> <p>If so, can a “. . .partnership be responsible ... for a local One-Stop System ...” (as specified in the <i>Vision</i>)” but “... the ultimate fiscal responsibility and liability for the funds (provided it)...” will rest solely with only one of the two partners (i.e., the designated Chief Local Elected Official)?</p>	<p>The partnership (and partnership agreement) discussed in the SFP refers to the members of a local collaborative who have agreed to jointly plan, implement and support a local One-Stop Career Center System and not a partnership in the legal sense described in the question. A “Partnership” is defined in the Corporations Code at section 16101 as follows: “Partnership means an association of two or more persons to carry on as co-owners a business for profit formed under Section 16202, predecessor law, or comparable law of another jurisdiction, and includes, for all purposes of the laws of this State, a registered limited liability partnership.”</p>

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26	<p>From the Vision: <i>“The Task Force further recommends that the staff for the policy body should not be a part of, nor should they manage, a One-Stop Center. In order to provide flexibility to the local bodies, an exception process could allow a branch of a local body to deliver core services, such as intake and assessment, but would not allow body staff to provide direct education and training programs.”</i></p> <p>The exception process is not mentioned in the SFP at all. Does this imply that the authority issuing the Solicitation disapproved that particular One-Stop Career Center System Task Force recommendation?</p>	<p>No, the “exemption process” referenced in this question has not been disapproved. Requests for this type of exemption can be included in a Proposal.</p> <p>Exemption requests should be requested at the beginning of the narrative portion of the One-Stop proposal.</p>
27	<p>The Private Industry Council (PIC) is not designated as a mandatory partner like CalWORKs. Why?</p>	<p>Mandatory partners are representatives of the entities operating programs that have been prescribed as mandatory. Therefore, entities such as PICs/Service Delivery Areas (SDAs) that represent JTPA adult, youth, and dislocated workers programs must be included as mandatory partners.</p>
D. CATEGORIES OF AVAILABLE FUNDS		
28	<p>Page 4 of the SFP has a bullet stating Partnership Building funding can be used to “assist in facilities management,” what does this mean?</p>	<p>It means that funds may be used to assist in developing collocated facilities, e.g., develop plans to reconfigure a facility to accommodate partners’ staff that will be working in a One-Stop Career Center.</p>
29	<p>Can funding be used for reconfiguration of a facility?</p>	<p>Yes.</p>
30	<p>Can partnerships apply for both Implementation and Technology Grants and include the same technology component in both grant applications?</p>	<p>Yes. To avoid confusion, please indicate clearly on the cover sheet for the Technology Grant that the proposal is a duplicate of what is in the partnership’s Implementation Grant proposal.</p>
31	<p>Would the State consider looking at funding technology pilots other than those listed on page 6 of the SFP, special needs pilots for example?</p>	<p>Yes. However, technology pilots must be incorporated with other Implementation Grant activities to provide a comprehensive proposal.</p>

Q No.	QUESTION	RESPONSE
32	Can funding be used to develop a local Job Bank function?	No. Page 5 of the SFP specifies that partnerships may not apply for Implementation or Technology Grants to automate a job bank function. Additionally, the One-Stop Career Center System Investment Principles specify that the State has the lead responsibility for development of an automated job bank function as part of the One-Stop electronic infrastructure.
33	To what extent can Technology Grants be used to develop a customer satisfaction application?	This would be appropriate if it were included as part of a proposal to develop or expand linkages for the sharing of information among partners.
34	Are Technology Grant funds only for hardware?	No. Technology Grant funds are for connectivity investment including both hardware and software.
35	Would expansion of One-Stop services fit the purpose of implementation funding?	Yes, if this constitutes enhancement or expansion of the partnership's existing service delivery system. Funds may be used for system development, but not for the direct delivery of services to clients as referenced on page 2 of the SFP.
36	<p>The State Grant Application (SGA) stated that Implementation Grant funds will be awarded through a competitive process to at least one partnership in each of the ten One-Stop Investment Zones over the three year grant period. Is a partnership eligible to apply for Implementation Grant funding within an investment zone where a partnership has already been granted Implementation funding? What if the previously funded partnership received less than the maximum award, would the new partnership be more competitive if it applied for the remainder of the award, rather than the maximum?</p> <p>What about Partnership Building Grants?</p>	<p>A new partnership in a zone where a separate partnership received Implementation funding in 1997 is eligible to apply for Implementation Grant funding. When determining which partnerships are funded, consideration must be given to the commitment made to the Department of Labor (DOL) to fund a partnership in each of the ten zones over the three year grant period. Depending on which zones received funding in 1997, and which zones apply for funding in 1998, partnerships applying for Implementation Grant funding in a previously funded zone could be less competitive. However, these partnerships are not discouraged from applying since overall competitiveness will be based on the merits of the proposal. The amount of funding being requested would not be much of a factor in terms of competitiveness.</p> <p>In terms of Partnership Building Grants, the State's Implementation Grant Application August 1996, is silent on this, so more flexibility may be considered for this category.</p>

Q No.	QUESTION	RESPONSE
37	Page 3 of the SFP states that 1997 Planning and Development (P&D) subgrantees that are still in the planning and development stages of their One-Stop Career Center System may apply for Implementation Grant funds at this time even though they cannot yet fully demonstrate readiness. When would they get these funds?	These funds could be made available no earlier than October 1, 1998, and only after the P&D subgrantee has demonstrated that its planning and development objectives have been accomplished.
38	If 1997 Implementation Grant subgrantees wanted to apply for additional Implementation Grant funds strictly to pilot technology (e.g., Case Management/Common Intake pilot) would they be eligible to apply?	No. Although case management and common intake pilots are being funded through Implementation Grants this round, existing Implementation Grant subgrantees will not be eligible to apply because funds need to be distributed to other partnerships and areas that were not funded in 1997.
39	If partnerships have a pilot planned and are willing to start the pilot prior to receiving any One-Stop Career Center System grant funding, could partnerships be reimbursed for those expenses from One-Stop Implementation Grant funds received at a later date?	No. See page 5 for funding constraints. Funds cannot be used to subsidize activities funded from other sources. However, funding for continuation of a pilot project as part of an implementation grant will be considered.
40	Since the State is not going to develop a statewide case management and common intake system can 1998 grant monies be used to develop or purchase these systems?	Yes, if the partnership is willing to use the interim Common Intake and Case Management functional guidelines approved by the One-Stop Career Center System Task Force and consider piloting the guidelines.
E. CONSTRAINTS		
41	Does the constraint listed on page 2, "provide direct delivery of services to clients" apply to both employers and job, education and training seekers?	Yes.

Q No.	QUESTION	RESPONSE
F. MINIMUM CRITERIA FOR ALL GRANT PROPOSALS		
42	Will proposals receiving the highest scores be funded? Are there other factors to be considered?	<p>The most competitive proposals will be those that include the greatest array of services, the greatest number of partners, regional approaches to service delivery, and the proposers' demonstration of readiness to implement the proposed plan. In addition to the final scores, other factors will be considered in determining which proposals will be funded, e.g., page 7 of the SFP states that final awards will be based on the overall quality of the proposal, readiness of the applicant to implement the proposed plan, and the degree to which the applicant's proposal is in the best interest of the statewide One-Stop Career Center System.</p> <p>A commitment was made to fund at least one Implementation partnership in each of the ten One-Stop Career Center System Investment Zones over the three year grant period, and that during each funding year at least two Implementation partnerships would be selected from Zones one through five, and two from Zones six through ten.</p>

Q No.	QUESTION	RESPONSE
43	<p>Page 7 of the SFP states that weighted evaluation will be conducted by review teams consisting of representatives of organizations involved in the delivery, design or oversight of workforce preparation programs: federal, state and local government, the private sector, and community-based organizations - how will evaluators be selected? How many will there be? How will the review and evaluation be conducted and the scores applied?</p>	<p>Representatives from all of the specified groups will be invited to volunteer to participate in the evaluation of proposals, as will 1997 evaluators. Individuals will be selected based on factors such as prior grant evaluation experience, their breadth and knowledge of California's One-Stop Career Center System and specific technical background. It is anticipated that approximately 40 evaluators will be selected.</p> <p>Teams will be convened with an odd number of members who will be assigned to review proposals from areas that they do not work in, e.g., evaluators from northern California will evaluate proposals from Southern California and vice versa. Evaluators will be required to sign conflict of interest and confidentiality statements.</p> <p>Evaluators will be given scoring tools to assist in the scoring of the separate elements within the weighted components of the proposals.</p>
G. EVALUATION, PROCESS, AND SCORING		
44	What is the purpose of a site visit?	<p>Site visits will be made only to Implementation partnerships whose proposals receive the highest scores among competitors. The purpose is to verify statements made in the grant proposals. Grant evaluators will expect to be able to meet with key partners for that purpose.</p>
45	Is there any distinction in the 75 points for the Partnership Agreement?	<p>Yes. Up to 25 points will be awarded for the regionalization component, and up to 50 points will be awarded for the partner identification and commitment component which also includes all forms found in the Partnership Agreement in Section II of the SFP.</p>
46	How will technology components be evaluated?	<p>Scoring rubrics will be provided to evaluators. The most competitive technology components will provide detailed, comprehensive efforts or plans to develop local information technology systems, or linkages, depending on the grant category.</p>

Q No.	QUESTION	RESPONSE
47	Will partnerships receive the scoring rubrics prior to grant submission?	No. The rubrics will be similar to those used in 1997. A sample rubric was provided at the bidders' conferences. Copies of this sample are available through the One-Stop Office and on the One-Stop Career Center System Web Page.
J. FORMAT AND SUBMISSION		
48	Do attachments count against the 30 page limit?	No. Supporting documentation is exempted from the 30 page limit. However, please provide only what is necessary, such as a JPA or other critical documents. All attachments should be included in the table of contents and be clearly identified with attachment and page numbers.
49	Can a partnership at different stages of development apply for both a Partnership Building Grant and an Implementation Grant?	No, the partnership must decide if it, as a whole, is applying for Implementation or Partnership Building funding.
50	If the proposal is mailed via an overnight delivery service and received late will it be accepted?	No. The proposal must be received by the March 31, 1998, 3:00 p.m. deadline.
51	Is there a checklist for the SFP format and submission requirements?	Yes. See page 9.
II. SOLICITATION FOR PROPOSALS		
A. DEMONSTRATION OF SYSTEMIC CHANGE		
52	The 1997 One-Stop Career Center System SFP had criteria identified as "Demonstration of Readiness." Where is the Demonstration of Readiness component in the 1998 SFP?	The "Demonstration of Readiness" is included within the Demonstration of Systemic Change component on page 11.

Q No.	QUESTION	RESPONSE
53	<p>A “One-Stop Policy Body” is defined on page 30 of the SFP as “A new or existing body of representatives from the One-Stop Career Center System partnership and other key stakeholders, including employer and labor representatives, that is responsible for planning, policy making, oversight, and certification of the local One-Stop center(s) within that system.”</p> <p>Since there do not appear to be any other provisions in either the State’s Solicitation for Proposals, its Application for the Federal Grant, or in its December 1995 “Vision Statement” concerning the composition of a “One-Stop Policy Body,” its source of authority, how its members are appointed, by whom they are appointed, to whom or for what they may be financially liable, e.g., as specified for “private industry councils” in section 102 of the federal <i>Job Training Partnership Act</i>, is the State ready to conduct business with any body that claims that it is a “One-Stop Policy Body?”</p>	<p>The State has made a policy decision to leave the composition of the One-Stop Policy Body up to the local entities. The State is protecting the funds by making the designated chief local elected official fiscally responsible and liable. The State is prepared to “conduct business” with a local partnership who has established or will establish the necessary policy body to carry out the responsibilities referenced in the SFP.</p>
B. PARTNERSHIP AGREEMENT		
54	Does the Designated Chief Local Elected Official (CLEO) or Chief Local Elected Official (CLEO) appoint the local One-Stop policy body?	Because block grant legislation did not pass, the requirement to appoint local One-Stop Policy Bodies has been softened. It is being left to the discretion of the local partnership to determine how this body should be appointed and who the appointing authority will be. Some partnerships may choose to use and build on existing bodies.
55	What will a good partnership agreement include in terms of policy bodies?	A specific and detailed description of the policy body that has or will be established. If the partnership has not yet established a policy body, a detailed description of the planning process which will be used to establish a policy body must be included.
56	Is the Partnership Agreement found in the SFP the same as the Partnership Resource Agreement used by the Employment Development Department (EDD)?	No. The Partnership Agreement required as part of the One-Stop Career Center System SFP is not the same document as the Partnership Resource Agreement developed for EDD cost sharing negotiations with other partners.

Q No.	QUESTION	RESPONSE
57	Would a finite study be expected from a multi-county application to justify its chosen geographic boundaries?	No. However specific data is required to justify the partnerships' chosen region. For assistance, work with organizations such as: local EDD/Labor Market Information offices; PICs or SDAs; Economic Development and Redevelopment departments; Chambers of Commerce; Industry Cluster Associations; Small Business Development Centers; Base Reuse Organizations; Trade and Commerce Agency; Department of Finance; Real Estate Corporations; Business Councils; and Local Business Journals.
D. BUDGET		
58	For matching purposes in the budget, can savings realized through procurement by a partner on behalf of the partnership be identified as an in-kind contribution?	Yes.
59	How do matching resources relate to the budget and can prior investments be included in the matching section of the budget?	Matching funds will help to demonstrate a partnerships' sustainability of the local One-Stop Career Center System. Because the matching resources are to be identified for the grant period only, prior investments may not be included.
60	Would software costing less than \$5,000 be listed under supplies?	Software used to initially set up and run the local system should be listed in the budget under "equipment." If the software were purchased separately (i.e., not initially needed) it should be included in "other."
61	Is there a specific limit on indirect cost rate?	No. Indirect costs, which cannot be directly associated with a particular cost objective or cost category, should be allocated among benefiting cost objectives based on a formula or methodology which approximates actual benefits received. The methodology doesn't have to be complicated, but it does have to make sense and be consistently applied.
62	Can Job Training Partnership Act (JTPA) Title III 40% grant funds be shown as "matching funds."	Yes. As long as they are being used to support the One-Stop Career Center System.
63	Can grant funds be used to fund assessment services?	No. Funds cannot be used for direct delivery of services.
64	Does receiving funding prohibit the use of other funds.	No. Partners should leverage additional funds and provide resources.

Q No.	QUESTION	RESPONSE
65	Regarding matching resource, how do partnerships decide where One-Stop begins and ends? Is it all resources of participating partners or is it staff, staff time, computers, etc.?	The latter. Matching resources include what individual partners are contributing to directly support the initial and ongoing costs of developing/operating the local system (SFP, Page 30).
66	Can funds under Implementation Grants be used to purchase equipment, e.g., computers, to strengthen local efforts?	Yes.
IV. GLOSSARY OF TERMS		
67	Clarify what is mandatory partner and what is required invitee.	The mandatory partners are individuals/entities who represent programs that are required to be in the One-Stop Career Center System partnership. The SFP Glossary of Terms identifies those entities who must be have an opportunity to join the local partnership, i.e., required invitees (SFP Glossary of Terms, pages 29-31).